



CONTINUING EDUCATION COURSE APPLICATION

State of Utah
Department of Commerce
Division of Real Estate

Please complete (type or neatly print) and submit this **form**, the **items listed below**, and **\$70 non-refundable fee** to the Utah Division of Real Estate by fax, mail, or in person at the address below.

****APPLICATIONS MUST BE SUBMITTED NOT LESS THAN 30 DAYS PRIOR TO THE DATE OF THE FIRST CLASS****

OFFICE USE ONLY	
Date Reviewed _____	By _____
() Denied () Approved	
Certification _____	Exp. _____

() Check () Visa () MasterCard () American Express	
Make checks payable to: Utah Division of Real Estate	
Card # _____	Expires _____
Signature _____	

Industry: () Appraisal () Mortgage () Real Estate Credit Hours Requested: _____

Course Title: _____

Course Description: () Seminar () Conference () Distance Education () Other _____

Course Date(s): _____

Course Location: _____

Owner/Director: _____ Ph: _____

Company: _____ Fax: _____

Address: _____

- () CE Instructor Application or copy of the Instructor Certification for each proposed course instructor.
- () Copies of ALL course materials.
- () A copy of the written policy and procedure for ensuring student attendance during class time.
- () For Distance Education approval, the delivery method and the procedure for verifying student completion.
- () A Course Outline that provides a subject matter description for each 15 minute interval, using the following format:

Length of Time	Subject Matter Segment and Description
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Provide learning objectives that indicate how the course will improve the licensee's ability to protect and serve the public:

Licensee will be able to: _____

Licensee will be able to: _____

Licensee will be able to: _____

Licensee will be able to: _____

I hereby agree to allow the course to be randomly audited on an unannounced basis by the Division or its representatives. I also agree to not market for a specific company, professional service, or personal sales products.

Signature _____

Date _____